HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 22, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling, Greshay and Marsik

MEMBER EXCUSED: Maly

ALSO PRESENT: Joseph Rains, HR Director; Sarah Eske, HR Analyst; James Mielke, Dodge County Administrator; Kathy Ryan, Human Services & Health Department Division Manager; Ken Kamps, Human Services & Health Department Division Manager; Matthew Bublitz, Correctional Officer.

Meeting called to Order by Chair Ballweg at 10:00 a.m.

Roll call was taken. All members present, except Maly who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Ballweg asked if anyone present had any public comments.

Bublitz asked the Committee when they would be addressing the number of policy topics the Committee placed on hold for future consideration, in particular the fraternization policy. He stated that he is aware of one department head who is living with a subordinate and he feels this is a subject matter that should be addressed prior to the pay for performance going into effect. Mielke suggested that if he has a particular issue concerning a department head he should talk to him directly. Ballweg stated that there is no timeframe developed as to when the Committee will be re-visiting these policy topics, but that he will contact Maly to discuss. Bublitz wanted it stated for the record that he came on his own accord and that he was not asked to discuss this with the committee by any other employee or employees.

Motion by Frohling to approve the minutes of the January 8, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion Carried.

The Committee reviewed the Personnel Requisitions.

Motion by Marsik to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

One (1) Deputy Clerk of Courts, Clerk of Courts Department

One (1) Economic Support Specialist, Human Services & Health Department

One (1) Typist II - F.T., Human Services & Health Department

The Committee reviewed the Salary, Wage and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Gregory B. Weihert, Process Server, Sheriff's Department – Patrol Division at \$27.46, Salary Grade SSU04, Step 6M54 effective 02-09-13. STEP INCREASE – UNION: None. NEW HIRE: Rachel E. Strohbusch, Legal Secretary I, Corporation Counsel Department at \$15.16, Salary Grade DC03, Step ST02 effective 01-28-13; Cayla E. Her, Victim Witness Coordinator, District Attorney Department at \$20.51, Salary Grade DC06, Step ST01 effective 01-07-13; Sharon M. Quade, Meal Site Manager, Human Services & Health Department at \$11.70, Salary Grade MSC15, Step 01ST effective 01-21-13. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Peggy A. Novak, Victim Witness Coordinator P.T., District Attorney Department at \$22.27, Salary Grade DC06, Step ST04 effective 01-07-13; Sheri M. Welch, Clinical Secretary II, Human Services & Health Department at \$15.58, Salary Grade DC03, Step ST03 effective 01-21-13; Jason A. Polsin, Jail Supervisor – 2nd Shift, Sheriff's Department – Jail Division at \$28.09, Salary Grade DC08, Step ST06 effective 01-05-13. STEP INCREASE None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented. Marsik asked a question concerning the roll the Committee plays with regard to concerns about the performance of an employee. Rains explained that he reviews all the reports and if he sees anything that causes a concern he will contact the department head to discuss. Rains stated that it is up to the department head to ensure that issues are addressed with the employee.

Rains informed the Committee that, as part of the 2012 compensation study, Carlson Dettmann was asked to rate the elected officials' positions as if the respective elected positions were eligible to be included in the County's compensation plan. He stated that by law these positions are not allowed to be placed in the type of compensation plan that we have, but that recommendations from Carlson Dettmann will be one of various considerations used by this Committee when it makes a recommendation to the County Board regarding the salaries for these elected offices. Rains distributed the letter from Carlson Dettmann with the recommendation and the individual ratings for each position. Rains stated that he, Mielke and Eske met with the elected officials and presented this information to them, and that they were supportive of the recommendations of Carlson Dettmann.

Leave of Absence: None.

Committee Member Reports: None to report.

HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that two employees from Clearview were terminated; one for absenteeism and the other for violation of the code of ethics. He stated that another employee was given a five day unpaid suspension for using poor judgment in a leadership role.
- b. Grievances and Arbitrations: Rains informed the Committee that the County is expecting to receive a decision on January 25, 2013 in regards to the court case challenging the County's grievance procedure in the matter involving the

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termination of an employee for failure to meet the requirements of the Driver Qualification Policy.

Rains stated he is still waiting for the Arbitrator's decision for the Sworn Union arbitration. He is expecting it to be February or March before he will receive a decision.

c. Worker's Compensation: Nothing to report.

Future Agenda Items:

Ballweg stated he will discuss the on-hold policy topics with Maly.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **February 5, 2013 and February 19, 2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Vice Chair at 10:31 a.m.

Richard Greshay, Secretary

Robert Ballweg, Vice Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.